30th Medical Brigade PAM 1-201 COMMAND INSPECTION CHECKLIST	DATE OF INSPECTION		
FUNCTIONAL AREA/SUBORDINATE AREA: **INFORMATION SECURITY**	RATING	CHECKLIST EFF DATE: 1 OCTOBER 2004	PAGE 1 OF 6
INSPECTION OFFICE/AGENCY **G2**	UNIT	INSPECTOR'S NAME & PHONE NUMBER	

ITEM	YES	NO	NA
TASK: To evaluate information security program.			
CONDITIONS: Given references, checklists and training, unit creates and maintains an information security program.			
STANDARD: IAW references cited below			
1. REFERENCES:			
a. DoD 5200.1-R, DoD Information Security Program, dated 13 Dec 96?			
b. AR 380-5, DA Information Security Program, dated 31 Oct 00?			
c. USAREUR Suppl 1 to AR 380-5, dated 24 Sep 01?			
d. Executive Order 12958, Classified National Security Information with Amendments 12972, 13142, and 13292?			
e. AR 380-13, Acquisition and Storage of Information Concerning Non-Affiliated Persons and Organizations, dated 30 Sep 74?			
f. AR 381-12, Subversion and Espionage Directed Against the Army, dated 15 Jan 93?			
g. USAREUR Regulation 380-15, Safeguarding Classified NATO Information, dated 30 Nov 99?			
h. USAREUR/7A ODCSINT Computer Policy Letter, dated 29 Aug 00?			
i. USAREUR/7A ODCSIN Email Policy Letter, dated 28 Aug 00?			
j. 30th Med BDE Information Security SOP 380-15?			
2. PURPOSE: To assess the effectiveness of the unit Information Security Program			
3. SPECIFIC QUESTIONS:			
a. Are the references on hand?			
b. Are classified documents marked IAW EO 12958, sec. 17.7, Amend 13292, sec. 1.7, and USAREUR Suppl 1, para 4-4?			
c. Are classified document cover sheets and labels (SFs 703 - 710) used IAW AR 380-5, para 6			

30th Medical Brigade PAM 1-201 COMMAND INSPECTION CHECKLIST		DATE OF INSPECTION	
FUNCTIONAL AREA/SUBORDINATE AREA: **INFORMATION SECURITY**	**RATING**	**CHECKLIST EFF DATE:** **1 OCTOBER 2004**	**PAGE** **2 OF 6**
INSPECTION OFFICE/AGENCY **G2**	**UNIT**	**INSPECTOR'S NAME & PHONE NUMBER**	

ITEM	YES	NO	NA
f. Are field safes and one-drawer containers affixed to a solid permanent object IAW USAREUR Suppl 1, para 7-4b?			
g. Is there an external identification number on each classified storage container 380-5, para 7-8? 8.			
h. Are security container combinations changed IAW AR 380-5, para 7-8.*b*:			
(1) When placed in service?			
(2) Whenever an individual knowing the combination no longer requires access?			
(3) At least annually?			
(4) When taken out of service?			
(5) When the combination has been subject to possible compromise?			
(6) When the container is found unlocked and unattended; or			
(7) Every six months when NATO information is stored in safe?			
i. Are SF's 700 (Security Container Information) properly completed, marked, posted, and stored IAW AR 380-5, para 6-10?			
j. Is a primary and alternate custodian appointed in writing for each classified container IAW USAREUR Suppl to AR 380-5, para 6-9d?			
k. Has an end-of-day security checks system been established IAW AR 380-5, para 6-11?			
l. Are SF's 701 and 702 (Activity Security Checklist and Security Container Check Sheet) properly completed at the close of each working day IAW AR 380-5, para 6-11, and USAREUR Suppl 1?			
m. Are Open/Closed or Open/Locked signs used IAW AR 380-5, para 6-10?			
n. Are after-duty hours inspections conducted IAW AR 380-5, para 6-11?			
o. Does the activity have an Emergency Planning SOP IAW AR 380-5, para 6-12 and USAREUR Suppl 1?			
p. Is the Emergency Planning SOP filed as the first document in the locking drawer of each security container or posted in a conspicuous location in secure areas designated for open storage IAW USAREUR Supplement 1, para 6-12 to AR 380-5?			

ITEM	YES	NO	NA
r. Compromise of Classified Information (AR 380-5, chapter 10, and USAREUR Suppl 1?			
(1) Are Commanders and Security Managers aware of their responsibilities in the event of a possible or actual compromise?			
(2) Is a properly cleared, disinterested person with appropriate rank/grade appointed to conduct preliminary inquiries?			
(3) Are reports involving Secret Continuous Administrative Accountability (CAA), or NATO information transmitted/forwarded through 30th Medical Brigade G3?			
(4) Is 30th Medical Brigade G3 notified within 72 hours of any unauthorized absentees having access to Secret classified info?			
(5) Are reports kept on file for two years after completion of final corrective or disciplinary action?			
s. Access by Visitors, AR 380-5, para 6-16:			
(1) Have procedures been established for controlling access to classified information?			
(2) Are security clearance verifications are received prior to the visit?			
(3) Are security clearance verifications maintained and then destroyed as appropriate?			
t. Have formal procedures been written, established, and executed for the transfer of accountable information, IAW AR 380-5, chapter 8?			
u. Are DA Forms 3964 used when sending/receiving classified information to/from another activity?			
v. Are DA Forms 3964 maintained on file for two years?			
w. Classified Material Reproduction, AR 380-5, Section IV and USAREUR Suppl 1:			
(1) Are appropriate designated positions appointed to reproduce classified information?			
(2) Are records maintained authorizing reproduction approval?			

(3) Is specific reproduction equipment designated to reproduce classified

INSPECTION OFFICE/AGENCY G2	**UNIT**	**INSPECTOR'S NAME & PHONE NUMBER**

ITEM	YES	NO	NA
x. Transmission and Transporting Classified Material (Chapter 8, AR 380-5, and USAREUR Suppl thereto).			
(1) For Secret and Confidential material, is the U.S. Postal Service registered mail service used for classified material mailings?			
(2) Are personnel trained on the preparation of transmitting classified material?			
(3) Are DA Forms 3964 used when classified material is mail or transmitted via secure fax?			
(4) Are DA Forms 3964 retained for two years?			
(5) When individuals are required to hand carry classified information within USAREUR, are DD Forms 2501 issued?			
(6) Are AE Forms 380-5E-R with appropriate language used when hand carrying classified information outside USAREUR?			
(7) Are personnel given a courier briefing and sign an acknowledgement to that effect prior to receiving courier cards/orders?			
(8) Are these acknowledgements on file with the G2/S2?			
y. Are only authorized crosscut shredders used IAWAR 380-5, para 6-28?			
z. Security Education, AR 380-5, chapter 9 and USAREUR Suppl 1:			
(1) Has the unit established and executed a security education program?			
(2) Is program designed IAW outlined scope and principles?			
(3) Are initial, refresher, and termination briefings conducted and records maintained in Personnel Security files?			
aa. Program Management, AR 380-5, Section III, and USAREUR Suppl 1?			
(1) Is the Security Manager appointed in writing IAW USAREUR Suppl 1, sec. 2, para. 1-6e.?			

(2) Are classification guides reviewed and updated as required?

ITEM	YES	NO	NA
bb. Does the activity have an internal badge system? If yes:			
(1) Have procedures been written and executed?			
(2) Are there accountability and control of these badges?			
cc. Classified Open Storage, DoD 5200.1R; AR 380-5 and USAREUR Suppl 1:			
(1) Has a detailed justification been created and on file to request open storage approval IAW USAREUR Suppl 1, Appendix K-4?			
(2) Have the following documents been prepared to accompany the inspection report showing the facility meets prescribed open storage standards?			
(a) A description of the facility to include its specific location (room, building installation, geographic community)			
(b) A description of the facility's physical characteristics, particularly any structural deficiencies			
dd. Classified Open Storage, DoD 5200.1R; AR 380-5 and USAREUR Suppl 1 (continued):			
(1) An identification of the highest level of classification for which open storage is authorized;			
(2) A graphic floor plan showing the location of major furnishings, security containers, classified hangings, doors, and windows.			
(3) Are structural standards IAW AR 380-5, para 7-19 and USAREUR Suppl 1, Appendix K?			
(4) If required, has a Request for Exception to Policy been completed and submitted to 30th Med BDE G2?			
(5) Is the signed open storage certification on file and within the open storage area?			
(6) Has a copy been forwarded to 30th Med BDE G2?			
(7) Has the facility been previously certified for open storage?			
(8) If previously certified, has any modifications been made to facility, i.e., structural changes, wall penetrations, locks?			

FUNCTIONAL AREA/SUBORDINATE AREA: INFORMATION SECURITY	RATING	CHECKLIST EFF DATE: 1 OCTOBER 2004	PAGE 6 OF 6

INSPECTION OFFICE/AGENCY G2	UNIT	INSPECTOR'S NAME & PHONE NUMBER

ITEM	YES	NO	NA
NOTES: _____ _____ _____ _____ _____ _____ _____ _____ _____ VERIFICATION X_____ Unit POC Signature, Name, Rank, Date X_____ Inspector's Signature, Name, Rank, Date			

30th Medical Brigade PAM 1-201 COMMAND INSPECTION CHECKLIST		DATE OF INSPECTION		
FUNCTIONAL AREA/SUBORDINATE AREA: INTELLIGENCE OVERSIGHT	**RATING**	**CHECKLIST EFF DATE: PAGE** 1 OCTOBER 2004		1 OF 3
INSPECTION OFFICE/AGENCY G2	**UNIT**	**INSPECTOR'S NAME & PHONE NUMBER**		

ITEM	YES	NO	NA
TASK: **TASK**:. Evaluate intelligence oversight program			
CONDITIONS: Given references, checklists and training, unit creates and manages a successful intelligence oversight program			
STANDARDS: IAW references listed below			
1. REFERENCES:			
a. Executive Order 12333, United States Intelligence Activities, dated 4 December 1981			
b. Executive Order 12863, President's Foreign Intelligence Advisory Board, dated 13 Sep 93			
c. DoDD 5148.11, Assistant to the Secretary of Defense for Intelligence Oversight, dated 21 May 2004			
d. DoDD 5240.1, DoD Intelligence Activities, dated 25 Apr 88			
e. DoD 5240 1-R, DoD Procedures Governing the Activities of DoD Intelligence Components That Affect United States Persons, dated Dec 82			
f. DoD 5200.1-PH-1, DoD Classified Information Nondisclosure Agreement and Verbal Attestation Briefing Pamphlet, dated May 00 (Note: Executive Order 12958 is embedded in this pamphlet)			
g. AR 381-10, US Army Intelligence Activities, dated 1 Jul 84			
h. FM 2-0, Intelligence, dated 17 May 04			
i. Extract from Annex E (Security of In-transit Forces) to USEUCOM at AOPORD 03-11 – (FRAGO 1 – 07 Jul 04) UNCLASSIFIED			
j. ODCSINT Policy Letter #8, Morale and Welfare Use of Email and Internet			
k. ODCSINT Policy Letter #9, Use of Computer Systems and Subsystems			
l. Current ODCSINT Computer Usage Policies?			
2. PURPOSE: To ensure Intelligence Oversight is being maintained IAW all cited regulations			
3. SPECIFIC QUESTIONS:			
a. Are the above references on hand, on order, or readily available?			
b. Has an Intelligence Oversight Manager (IOM) been appointed in writing at the battalion level?			

ITEM	YES	NO	NA
d. Does the unit have an In-processing briefing that covers a security indoctrination concerning the nature and protection of classified information that is based on DoD 5200.1-PH-1, dated May 2000?			
(1) NATO and DA Form 2543, Briefing/Debriefing Certificate?			
(2) An explanation of the Nondisclosure Agreement, AE Form 381-12A and SF 312, Subversion and Espionage Directed Against US Army?			
(3) Information System Security User Briefing that includes the ODCSINT Policies?			
(4) Intelligence update about the EUCOM AOR?			
(5) Explain sanctions imposed upon personnel assigned or attached to the 30th Medical Brigade who violate regulations or directives?			
e. Does the unit have an Out-processing briefing that covers:			
(1) Nondisclosure of any information which indicates the compromise of sensitive or controlled information?			
(2) The considerations of disclosing information that may not necessarily be classified but may be sensitive in nature by taking into account:			
(a) Disclosure must result in a clearly defined benefit to the U.S.			
(b) The release must support U.S. foreign policy towards the intended recipient government, and toward other governments in the region.			
(c) Release must not jeopardize U.S. military security.			
(d) Disclosure must be limited to that information necessary to satisfy the purpose for which it is authorized.			
f. Are there procedures established for reporting questionable activity that violates any law or regulation pursuant to intelligence activities IAW AR 381-10, para 15?			
g. Is there an established procedure to the unit to report possible or probable breaches of security to the Brigade Security Manager?			

INSPECTION OFFICE/AGENCY G2	UNIT	INSPECTOR'S NAME & PHONE NUMBER

ITEM	YES	NO	NA
j. Does the unit provide unclassified as well as classified travel warnings to personnel traveling outside of Germany on either official or leisure travel?			
k. Does the unit disseminate information pertaining to upcoming demonstrations in their areas)?			
l. Does the unit provide classified terrorist threat briefings that are available?			
m. Is a reading file maintained on current topics of interest to the command and staff personnel?			
n. Is there an established procedure to ensure personnel going on leave or TDY receive a travel briefing or threat warning for at risk areas?			

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VERIFICATION

X_____

Unit POC Signature, Name, Rank, Date

X_____

Inspector"s Signature, Name, Rank, Date

ITEM	YES	NO	NA
TASK: Evaluate operations security program			
CONDITIONS: Given references, checklists and training, unit creates and manages a successful operations security program			
STANDARDS: IAW references cited below			
1. REFERENCES:			
a. DoDD 5205.2, DoD Operations Security Program, 11 Nov 99.			
b. Joint Pub 3-54, Joint Doctrine for Operations Security, 24 Jan 97.			
c. AR 530-1, Operations Security, 3 Mar 95.			
d. AR 380- 5, Department of the Army Information Security Program, 29 Sep 00.			
e. AR 525 – 13, Antiterrorism/Force Protection (AT/FP), Security of Personnel, Information and Critical Resources, 4 Jan 00.			
f. USAREUR 525 – 13, Military Operations - Antiterrorism/Force Protection (AT/FP), Security of Personnel, Information and Critical Resources, 1 Feb 00.			
2. PURPOSE: To assess the effectiveness of the Operations Security Program			
3. SPECIFIC QUESTIONS:			
a. Are the above references on hand, on order, or readily available?			
b. Has an OPSEC officer been appointed in the grade of E7/03/GS-9 or above, in writing and assigned to the operations staff element IAW AR 530-1, para 3-2a?			
c. Has an OPSEC program been established to include specific requirements to plan and implement OPSEC before, during and after operations and other activities to include RDT&E that affect the combat capability IAW AR 530-1, para 3-2b?			
d. Does the program include the use of analytic techniques to identify vulnerabilities and to select appropriate OPSEC measures IAW AR 530-1, para 3-2c?			
e. Does the program include training to ensure all personnel, commensurate with their positions and security clearances are aware of adversary intelligence threats and understand the OPSEC process IAW AR 530-1, Para 3-2d?			
f. Does the program include an annual review of OPSEC procedures that include results from the annual OPSEC report IAW AR 530-1, para 3-2e?			

FUNCTIONAL AREA/SUBORDINATE AREA: **OPERATIONS SECURITY**	**RATING**	CHECKLIST EFF DATE: **1 OCTOBER 2004**	PAGE **2 OF 3**

INSPECTION OFFICE/AGENCY **G2**	UNIT	INSPECTOR'S NAME & PHONE NUMBER

ITEM	YES	NO	NA
g. Does the program include a provision for cross-command and interagency support and operation on OPSEC programs IAW AR 530-1, para 3-2f?			
h. Is orientation training provided to all newly assigned personnel within the first 90 days of arrival in the organization IAW AR 530-1, Appendix F-2a?			
i. Does the orientation training focus on the following IAW AR 530-1, Appendix F-2a?			
(1) The local, multidiscipline adversary intelligence threat;			
(2) How adversaries aggressively seek information on U.S. capabilities, intentions and plans;			
(3) How OPSEC complements traditional security programs to maintain essential secrecy of U.S. military capabilities, intentions and plans; and			
(4) Specific guidance on the EEFI to protect OPSEC measures to prevent inadvertent disclosure.			
j. Is awareness training provided annually to remind personnel of the importance of sound OPSEC practices IAW AR 530-1, Appendix F-2b?			
k. Does the awareness training consist of the following IAW AR 530-1, Appendix F-2b:			
(1) OPSEC news releases in local command publications;			
(2) OPSEC posters in unit areas;			
(3) OPSEC information bulletins on unit bulletin boards; and			
(4) OPSEC awareness briefings by unit commanders at commander's calls.			
l. Has the OPSEC officer been provided training opportunities that have taught the skills necessary to prepare OPSEC estimates, to prepare OPSEC planning guidance, to plan OPSEC measures, to write OPSEC plans and annexes and to supervise the execution of OPSEC measures IAW AR 530-1, Appendix F-2c?			
m. Has the commander identified what needs to be protected (critical information) IAW AR 530-1, para 3-4?			
n. Does the critical information include the length of time that it needs protection IAW AR 530-1, para 3-4c?			
o. Does the information include specific facts about friendly intentions, capabilities and activities vitally needed by adversaries for them to plan and act effectively to guarantee failure or unacceptable consequences for friendly mission accomplishment IAW AR 530-1, para 3-4?			

FUNCTIONAL AREA/SUBORDINATE AREA: OPERATIONS SECURITY	RATING	CHECKLIST EFF DATE: 1 OCTOBER 2004	PAGE 3 OF 3

INSPECTION OFFICE/AGENCY G2	UNIT	INSPECTOR'S NAME & PHONE NUMBER

ITEM	YES	NO	NA
p. Has the unit OPSEC officer identified key questions (Essential Elements of Friendly Information (EEFI)) that adversary officials and intelligence systems are likely to ask about friendly intentions, capabilities and activities IAW AR 530-1, para 3-4a?			
q. Did the commander approve the EEFI IAW AR 530-1, Para 3-4d?			
r. Has the commander and staff analyzed the threat and identified OPSEC indicators and vulnerabilities IAW AR 530-1, para 3-5a & b?			
s. Has the OPSEC officer prepared an organizational directive or manual governing the OPSEC program IAW AR 530-1, Appendix H-2d (2)?			
t. Has the OPSEC officer conducted an OPSEC assessment or survey of the unit to determine the overall OPSEC posture and to evaluate the degree of compliance of subordinate organizations with the published OPSEC plan or OPSEC program IAW AR 530-1, para 4-4a?			
u. Was the CI office contacted and requested to provide a multi-disciplined assistance to the assessment IAW AR 530-1, para 4-4a?			
v. Did the OPSEC officer use the Internal Control Review Checklist in DA Cir 11-87-1 as a guide IAW AR 530-1, Para 4-4b?			
w. Did the OPSEC officer prepare a report on OPSEC lessons learned IAW AR 530-1, para 3-10?			
x. Has the OPSEC Officer completed and forwarded an annual OPSEC report covering the previous fiscal year (1 September – 1 October) to G-2, 30th MED BDE, IAW AR 530-1, para 3-2e?			
y. Are OPSEC estimates routinely prepared for all activities, exercises and Operations IAW AR 530-1, Para 2-1b(4)?			

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VERIFICATION

X_____

30th Medical Brigade PAM 1-201 COMMAND INSPECTION CHECKLIST		DATE OF INSPECTION	
FUNCTIONAL AREA/SUBORDINATE AREA: PHYSICAL SECURITY	**RATING**	**CHECKLIST EFF DATE:** 1 OCTOBER 2004	**PAGE** 1 OF 2
INSPECTION OFFICE/AGENCY G2	**UNIT**	**INSPECTOR'S NAME & PHONE NUMBER**	

ITEM	YES	NO	NA
TASK: Evaluate unit physical security program **CONDITIONS**: Given references, checklists and training, the unit creates and manages a successful physical security program **STANDARD**: IAW the below cited references			

1. REFERENCES:
 	
   a. AR 190-13, Physical Security Program, dated 30 Sep 93
 	
   b. AR 190-11, Physical Security of Arms, Ammunition and Explosives, (AA&E), dated 12 Feb 88
 	
   c. USAREUR Regulation 190-13, Army In Europe Physical Security Program, dated 23 Oct 03
 	
   d. DA Pam 190-51, 30 Sep 93
 	
   e. 30th Medical Brigade SOP 190-13, Physical Security?
 	
   f. 30th Medical Brigade SOP 190-11, Physical Security of Arms, Ammunition and Explosives, (AA&E)?
 	
2. PURPOSE: To assess the effectiveness of the Battalion's Physical Security Program
 	
3. SPECIFIC QUESTIONS:
 	
   a. Has a Physical Security Manager for the unit been appointed in writing?
 	
   b. Does the unit have a Physical Security plan on hand?
 	
   c. Are the above listed references on hand?
 	
   d. Has a training program been established for individuals responsible for the accountability of AA&E IAW AR 190-11, para 2–11?
 	
   e. Is there a system in effect to ensure that only personnel who are mature, stable and have a willingness and capability to perform tasks in a dependable manner are assigned duties as Armorer, IAW AR 190-11, para 2-11?
 	
   f. Are local background checks being conducted on candidates for the position of unit armorer?
 	
   g. Has a policy been established for the security of high dollar value and			

30th Medical Brigade PAM 1-201 COMMAND INSPECTION CHECKLIST		DATE OF INSPECTION		
FUNCTIONAL AREA/SUBORDINATE AREA: PHYSICAL SECURITY	**RATING**	**CHECKLIST EFF DATE: PAGE** 1 OCTOBER 2004	**2 OF 2**	
INSPECTION OFFICE/AGENCY G2	**UNIT**	**INSPECTOR'S NAME & PHONE NUMBER**		

ITEM	YES	NO	NA
i. Does the battalion level unit have a valid checklist for inspecting subordinate units?			
j. Does the unit Physical Security Program address the following AR 190-13, chapter 2?			
(1) Unit Crime Prevention Program.			
(2) Local threat assessment.			
(3) MEVAs			
(a) Risk analysis			
(b) Inspections			
(4) Physical Security Program tied to readiness conditions and terrorist threat condition			
(5) Coordination IAW para 2-6			
(6) Contingency plans IAW para 2-7			
(7) Physical security inspections conducted by the battalion level Physical Security Manager at least annually.			
(8) The results of these inspections forwarded to the Brigade Physical Security Manager			

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VERIFICATION

X_____

Unit POC Signature, Name, Rank, Date

30th Medical Brigade PAM 1-201 COMMAND INSPECTION CHECKLIST		**DATE OF INSPECTION**	
FUNCTIONAL AREA/SUBORDINATE AREA: PERSONNEL SECURITY	**RATING**	**CHECKLIST EFF DATE: PAGE**	
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INSPECTION OFFICE/AGENCY G2	**UNIT**	**INSPECTOR'S NAME & PHONE NUMBER**	

ITEM	YES	NO	NA
TASK:. Evaluate unit personnel security program			
CONDITIONS: Given references, checklists and training, unit creates and maintains a successful personnel security program			
STANDARD: IAW References cited below			
1. REFERENCES:			
a. Executive Order 13284 and 13311			
b. National Security Directive 63			
c. DoD 5200.2-R, Personnel Security Program Reg, dated 9 Apr 99			
d. AR 380-67, Personnel Security Program dated 9 Sep 88			
e. USAREUR Supplement 1 to AR 380-67 dated 20 Jan 94			
f. 30th Medical Brigade Personnel Security SOP 380-67			
2. PURPOSE: To assess effectiveness of unit Personnel Security Program			
3. SPECIFIC QUESTIONS:			
a. Are the above references on hand, on order, or readily available?			
b. Does the unit have a Personnel Security SOP? (Not required by regulation/policy – SAV measure)			
c. Does the unit maintain a Personnel Security policy file? (Not required by regulation/policy – SAV measure)			
d. Have procedures been established to verify U.S. citizenship for military and DoD civilian security clearance holders IAW AR 380-67, para 3-400?			
e. Does the activity maintain a current listing of sensitive civilian positions by position number, job title, sensitivity, and level of access required IAW AR 380-67, para 3-102?			
f. Security Clearance and Access Roster (SCAR) IAW USAREUR Suppl 1 to AR 380-67:			
(1) Does the unit maintain a current SCAR with cleared personnel?			
(2) Is the unit's SCAR forwarded to the Brigade G-2 the first working day of each quarter via email?			

ITEM	YES	NO	NA
g. Are the number of persons cleared for access to classified information kept to a minimum, i.e., MOS/duties requirements with a need-to-know IAW AR 380-67, para 2-501?			
h. Prior to granting a person access to classified material, does the Security Manager:			
(1) Document in an individual's security file verification of security clearance by conducting a 201file check for DA Form 873 verification and contacting USACCF?			
(2) Conduct 201 file, MP, and medical records checks for individuals in country over 30 days?			
(3) Ensure individual has been given an initial security briefing with documentation maintained in their personnel security file IAW AR 380-67 para 9-201?			
(4) Ensure a SF 312, Classified Information Nondisclosure Agreement, has been executed and a copy maintained in the security file IAW AR 380-67?			
(5) Ensure an initial briefing statement, a DA Form 2543 (if applicable), and AE Form 381-12A have been executed IAW para 9-201 and 9-203, AR 380-67, and USAREUR Suppl 1?			
(6) Forward DA Form 873 (and retain a copy) to the individual's OPF or MPRJ (201 file) IAW AR 380-67, para 7-101?			
i. Does the unit provide, at a minimum, annual security training for personnel having continued access to classified material? Is this training documented in the individual's personnel security file IAW AR 380-67, para 9-202?			
j. Transfer/Retirement/ Resignation/Separation/Discharge/Clearance Withdrawal/ Clearance Revocation, AR 380-67:			
(1) Does the Security Manager transfer a copy of the individual's SF 312 to the gaining organization's Security Manager?			
(2) Does the Security Manager orally debrief personnel on the continuing obligation to protect the classified information accessed during military/civilian service IAW para 9-204?			
(3) Does the soldier/civilian sign either a DA Form 2962 (Security Termination Statement) or the SF 312 final separation IAW para 9-204?			
(4) Is the executed DA Form 2962 or SF 312 maintained in unit's security office for 2 years IAW AR 380-67?			

k. Are individuals informed of the Privacy Act of 1974 prior to initiating a

ITEM	YES	NO	NA
m. Is a written justification for an initial security clearance obtained from the individual's supervisor? Is supervisory oversight documented IAW AR 380-67, para 7-100 and 9-100 and Appendix C-1?			
n. Is a DA Form 5247-R, Request for Security Determination, properly executed and forwarded with applicable enclosures to CCF when :			
(1) A final clearance is not received within 150 days IAW AR 380-67, para 7-101?			
(2) New personnel arrive and their file indicates that an investigation has been initiated IAW AR 380-67, para 7-101?			
(3) Individual's security clearance was granted by a different government agency IAW AR 380-67, para 7-102?			
(4) There is a change/correction to the individual's personal status/DA Form 873?			
o. DOD Civilian Personnel.			
(1) For an initial security clearance, is a revised SF 86, Questionnaire for National Security Position, completed in its entirety and submitted to Office of Personnel Management (OPM) IAW AR 380-67, para 3-201, AR 380-67?			
(2) Is the National Agency Check (NAC) portion of National Agency Check with Written Inquiries (NACI) completed prior to appointment to non-critical sensitive positions IAW AR 380-67, para 3-202, AR 380-67?			
(3) Are Single Scope Background Investigations (SSBIs) completed prior to appointment to critical sensitive positions IAW AR 380-67, para 3-203?			
(4) Are emergency exceptions to hiring DOD civilians in critical and non-critical sensitive positions in writing, reviewed and processed by the Security Manager, and part of the individual's OPF? Are waivers of investigative requirements submitted to CPAC by employing organization prior to entry on duty IAW AR 380-67, para 3-204?			
p. Have all investigative requirements been met prior to the issuance of a final/interim security clearance for military/DOD civilians IAW AR 380-67, para 3-401, AR 380-67?			
q. Are two sets of fingerprint cards included in initial security clearance packets?			
r. Are security clearance packets forwarded to the appropriate DSS address (DSS Internet Web Site)?			

INSPECTION OFFICE/AGENCY G2	UNIT	INSPECTOR'S NAME & PHONE NUMBER

ITEM	YES	NO	NA
(2) Is EPSQ utilized, properly completed, and forwarded within the timeframes established IAW DAMI-CH Memo and DSS Internet Web Site)?			
t. Single Scope Background Investigation (SSBI).			
(1) Is the date and place of birth verified and annotated on EPSQ Security Officer's Certification?			
(2) Is the Security Officer's EPSQ Certification completed properly and included in SSBI/SSBI-PR packets (DSS Internet Web Site)?			
u. Does the Security Manager complete and submit the Security Officer's EPSQ Certification correctly for submission of Secret security clearance packets (DSS Internet Web Site)?			
v. Does the supervisor review the EPSQ? Does the supervisor complete the supervisor's portion of the EPSQ IAW AR 380-67, para 9-102?			
w. Does the Security Manager submit to U.S. Army CCF proper documentation when individuals, who have SCI access, subsequently marry or cohabit in a spouse-like relationship with a foreign national (non-U.S. citizen) IAW AR 380-67, Section V?			
x. Has an individual for the unit been appointed in writing to conduct pre-nomination personal interviews for SCI access IAW AR 380-78, para 2-308?			
y. Are pre-nomination personnel interviews for SCI access annotated on EPSQ IAW AR 380-67, para 2-308?			
z. Are these interviews being conducted on a one-on-one basis, in a private area, and IAW Appendix G, AR 380-67?			
aa. Limited Access Authorization (LAA), Para 3-403, AR 380-67, with USAREUR Suppl 1.			
(1) Are LAAs limited to only those German Nationals with special skills or essential, technical expertise which are unavailable from U.S. personnel?			
(2) Does the Security Manager maintain on each granted LAA case:			
(a) The identity of the individual to whom the LAA is granted?			
(b) The date and type of most recent investigation and identity the investigating agency?			
(c) The nature of the specific program materials) to which access is authorized?			

(d) The classification level to which access is authorized?

ITEM	YES	NO	NA
bb. Limited Access Authorization (LAA), Para 3-403, AR 380-67, with USAREUR Suppl 1. (continued):			
(l) If required, are PR's submitted in a timely manner?			
(2) Does the Security Manager monitor and submit requests for LAA IAW AR 380-67, para 3-403 and USAREUR Suppl 1?			
cc. Unfavorable Information:			
(1) Does the Security Manager ensure that if there is information indicating the existence, current or past, of any mental or nervous disorder or emotional instability, a request for a personnel security investigation is not initiated and interim clearance not granted until medical authority certifies the disorder or instability has been overcome or will not cause a defect in judgment or reliability IAW AR 380-67, para 5-107, AR 380-67?			
(2) Is a DA Form 5248-R, Report of Unfavorable for Security Determination, forwarded to CCF when, IAW AR 380-67, para 8-102:			
(a) The Commander learns of credible derogatory information on a member of his/her command outlined in Para 2-200 of AR 380-67?			
(b) At 90-day intervals, if the Commander has not taken final action?			
(c) Has the Commander taken final action?			
(3) If the Commander decides on a formal suspension of an individual's access to classified material, does the S2/Security Manager:			
(a) Remove DA Form 873 from the individual's personnel file?			
(b) Attach the DA Form 873 to the DA Form 5248-R reporting the suspension to CCF?			
(4) When a Commander receives a Letter of Intent (LOI) concerning a person who is no longer assigned to the command, does the Commander:			
(a) Forward the LOI to ARPERCEN with an information copy to CCF, if the person has been released from active duty and has a Reserve obligation? Or			
(b) Endorse the LOI to CCF and attach a copy of the discharge orders, if the person has been discharged from military service with no Reserve Obligation, IAW AR 380-67, para 8-201?			

| FUNCTIONAL AREA/SUBORDINATE AREA: **PERSONNEL SECURITY** | RATING | CHECKLIST EFF DATE: 1 OCTOBER 2004 | PAGE 6 OF 6 |

| INSPECTION OFFICE/AGENCY **G2** | UNIT | INSPECTOR'S NAME & PHONE NUMBER |

ITEM	YES	NO	NA
dd. Has a security program been established by the Security Manager to ensure IAW AR 380-67, para 9:			
(1) Supervisory personnel are familiar with their special responsibilities?			
(2) Individuals are familiar with pertinent security regulations, standards of conduct, and reporting requirements?			
(3) Coworkers understand security obligations?			
(4) Personnel with SCI, TS, or SAP access orally attest on an annual basis to their responsibility to protect classified information, and is attestation documented (HQ DA Email, dated 9 Apr 99)? 31. Is the Security Manager aware of KAWOL reporting requirements? Are KAWOLs submitted to USAREUR within the required timeframe and in the correct format IAW USAREUR Suppl 1 to AR 380-5?			
ee. Does the Security Manager safeguard personnel security information/investigative reports/files and restrict access IAW AR 380-67, Chapter 10?			
ff. Does the Security Manager conduct recurring personnel security oversight evaluations of subordinate units/activities and maintain evaluation records IAW AR 380-67, para 11-103?			

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VERIFICATION

x_____
Unit POC Signature, Name, Rank, Date

x_____
Inspector's Signature, Name, Rank, Date

INSPECTION OFFICE/AGENCY G2	UNIT	INSPECTOR'S NAME & PHONE NUMBER

ITEM	YES	NO	NA
TASK:. Evaluate the unit's arms room policy and procedures.			
CONDITIONS: Given references, checklists, and training, unit creates and maintains a successful arms room.			
STANDARD: IAW References cited below			
1. REFERENCES:			
a. AR 190-11, Physical Security of Arms, Ammunition, and Explosives (12 Feb 98)			
b. AR 190-13, The Army Physical Security Program (30 Sep 93)			
c. AR 190-51, Security of Unclassified Army Property (30 Sep 93)			
d. AR 710-2, Supply Policy Below the Wholesale Level (28 Feb 94)			
e. DA Pam 710-2-1, Using Unit Supply System (31 Dec 97)			
f. DA Pam 738-750, Functional Users Manual for the Army Maintenance System (TAMMS)(1 Aug 94)			
g. f. USAREUR Policy- User Level Maintenance (ULM) Certification, 22 July 2002			
g. TM 9-1005-317-10, Pistol 9MM Automatic: M9			
h. TM 9-1005-319-10, Rifle 5.56 MM: M16A1			
h. DoD 5100.76-M, Physical Security of Sensitive Conventional AA&E (12 Aug 00)			
2. PURPOSE: To assess effectiveness of the unit's arms room.			
3. SPECIFIC QUESTIONS:			
a. Are the above reference on hand?			
b. Are operators of crew served weapons identified and trained on operation and maintenance? (USAREUR Policy-ULM Certification)			
STRUCTURE			
a. Is a Restricted Area sign posted at eye level and posted in such a way as to always be visible? (Para 4-15, AR 190-11) NOTE: This may require posting of two signs to provide adequate coverage.			

ITEM	YES	NO	NA
c. ***** If deficiencies are listed on the DA Form 4604-R, are compensatory measures being taken until the deficiencies are corrected? (Para 2-4e, AR 190-11)			
d. Has a request for waiver or an exception been submitted for uncorrectable deficiencies noted on a physical security inspection, and is one on file in the arms room? (Para 2-4, AR 190-11)			
e. * Is either a GSA approved Class 5 steel vault door with built-in, three position, changeable combination lock or high security padlock with a high security hasp used to secure the arms room door? (Para 4-2e(1), AR 190-11).			
f. On arms rooms with vault doors, is the combination being changed annually, or upon change of custodian, armorer, or other person having knowledge of the combination, or when the combination has been subject to possible compromise? (Para 3-8g, AR 190-11).			
g. Is SF 700, Part I, posted on the inside of the arms room? (Para 5-104b, AR 380-5).			
h. Are the door hinges of the fixed pin security type or equivalent and are exposed hinge pins pinned, spot-welded, or otherwise secured to prevent removal? (Para G-1d(3), App G, AR 190-11)			
i. If the arms room is equipped with double door protection, is the least secure door secured with secondary padlocks or deadbolts? (Para 4-2e(1), AR 190-11)			
WEAPONS / NVD SECURITY			
a. Have locally fabricated weapons racks or modified racks been certified by the local engineer (TACOM)? (Para 4-2c, AR 190-11)			
b. * Are weapons being stored in approved racks/containers and locked with approved secondary padlocks? (Para 4-2c, AR 190-11)			
c. Are NODs/NVDs/NVG, etc., secured in an active arms room equipped with ICIDS?			
d. Are major parts for arms, such as barrels and major sub-assemblies, being afforded the same protection as category IV arms? (Para 4-14, AR 190-11)			
e. Are weapon frames and receivers being afforded the same protection as the weapon itself? (Example: The receiver of an M4, M16, etc., will be stored as a Category II weapon, the same as required for the weapon itself). (Para 4-14, AR 190-11)			

ITEM	YES	NO	NA
i. Are tools such as hammers, bolt cutters, chisels, crowbars, hacksaws, cutting torches, or similar items secured so not to be readily accessible to intruders? (Para 4-18a, AR 190-11)			
j. If such tools are stored in the arms room, are they stored within a locked container? (Para 4-18a, AR 190-11)			
ICIDS/IDS			
a. Is the IDS Warning sign posted on the wall near the entrance to the arms room announcing the presence of the IDS? (Para 4-16, AR 190-11)			
b. Is the arms room staffed, under constant surveillance by a guard, duty personnel, or have an active IDS? (Para 4-2f(1), AR 190-11)			
c. Is the arms room protected by at least two types of sensors; a Balanced Magnetic Switch (BMS) and either a Motion Detector or Infrared Sensor and includes a protected, independent, backup power supply that will provide a minimum of 4 hours of uninterrupted power? (Para 3-6, AR 190-11)			
d. Are monthly operational checks (walk-tests) of the IDS being conducted and a record maintained? (Para 3-6h (6)(a), AR 190-11)			
e. Are all keys associated with the IDS components safeguarded and controlled in conjunction with the AA&E keys? (Para 3-6h (6), AR 190-11)			
f. In the event the IDS fails, are plans/procedures in place to post armed guards until the IDS is operational, to maintain constant unobstructed observation of the storage structure, prevent unauthorized access to the storage structure, and make known any unauthorized access to the storage structure? (Para 4-2f(1), AR 190-11) NOTE: Armed guard means a firearm with ammunition and the guard must be qualified with the weapon.			
KEY/LOCK CONTROL			
a. Are the primary and alternate key and lock custodian appointed in writing and do the appointment orders cite AR 190-11 as the authority ? (Para 3-8c, AR 190-11)			
b. Are personnel responsible for the arms room prohibited from being either the primary or alternate key and lock custodians (not listed on the Unaccompanied Access Roster)? (Para C2.5.5, DoD Reg 5100.76-M)			
c. ***** Is the primary armorer signed for the arms room keys from the appointed key custodian? (Para 3-8a, AR 190-11)			

d. ***** Are personnel who are responsible for safeguarding the alternate set of

ITEM	YES	NO	NA
f. Does the unit have a current roster of personnel authorized to receive arms room keys? (Para 3-8a, AR 190-11) NOTE: This roster will normally contain the same personnel as listed on the Unaccompanied Access List. AR 190-11			
g. Is the roster signed by the designated unit official and protected from public view? (Para 3-8a, AR 190-11)			
h. * Does the key and lock custodian maintain a Key Control Register and Inventory (DA Form 5513-R)? (Para 3-8c, AR 190-11)			
i. Does the Key Control Register reflect the serial numbers of all keys, total number of keys per lock, and the location of the lock?			
j. Does the current Key Control Register reflect the Unit/Activity, Arms Room, and a "From" date?			
k. Does the Key Custodian initial all corrections, errors, and mistakes?			
l. Are all entries on the Key Control Register completed in ink or typed?			
m. Are inventories of keys and locks conducted semi-annually, with the results documented on DA Form 5513-R and retained for at least 1 year? (Para 3-8e, AR 190-11)			
n. Are only the Key Custodian, Alternate, and Commander inventorying arms room keys, and issuing and receiving keys from those personnel listed on the Key Access Roster? (Para 3-8c, AR 190-11)			
o. Have the original high security padlock keys that do not have a serial number been given one (engraved)? (Para 3-8e, AR 190-11)			
p. * When not in use, are keys providing access to AA&E being stored in a container of at least 20-gauge steel or material of equivalent strength and equipped with a GSA-approved low (secondary) security padlock or a GSA-approved built-in 3 position changeable combination lock; or in a Class 5 or Class 6 GSA-approved security container that do not contain classified material? (Para 3-8b(2), AR 190-11)			
q. In the event of lost, misplaced, or stolen keys, was an investigation initiated immediately? (Para 3-8b(3), AR 190-11)			
r. Were replacement or reserve locks, cores, and keys secured immediately to preclude access by unauthorized individuals? (Para 3-8b(3), AR 190-11)			
s. Are padlocks secured to the staple or hasp when the area or container is open, to preclude theft, loss, or substitution of the locks? (Para 3-8d, AR 190-11)			

ITEM	YES	NO	NA
ACCESS CONTROL			
a. Are personnel authorized unaccompanied access to the arms room listed on a roster signed by the commander and posted in the arms room? (Para 4-19a, AR 190-11)			
b. Is the list of personnel authorized unaccompanied access kept to a minimum (recommend three or less)? (Para 4-19a, AR 190-11)			
c. Has a Command Oriented AA&E Security Screening and Evaluation Record, DA Form 7281-R been conducted on all personnel who have unaccompanied access to the arms room? (Para 2-11b(1) and c, AR 190-11)			
d. Is the DA Form 7281-R maintained in the unit files until the individual departs or is relieved of his or her AA&E oriented duties? (Para 2-11a, AR 190-11)			
e. Did security screening include personal interviews by the individual's commander, medical files check, personnel records check, and Provost Marshal files? (Para 2-11c, AR 190-11)			
f. Are all blocks of the DA Form 7281-R checked by the individuals conducting the screening and did the commander check the appropriate block in section VI of the form? (Para 2-11e, AR 190-11)			
g. Are the record checks repeated every 3 years? (Para 2-11e, AR 190-11)			
VISUAL COUNTS / CHANGE OF CUSTODY			
a. When the arms room is first accessed for the day, is a visual count being conducted of all weapons, ammunition, NVD's, sensitive and pilferable items, and arms room keys and is the count recorded on DA Form 2488-E, Weapons, Ammunition, Sensitive Items, and Key Count Inventory? NOTE: A rule of thumb: If its on the armorer's hand receipt it must be on the visual count			
b. Is DA Form 2488-E being completed in pen and ink and all corrections/mistakes being initialed in ink by the armorer or person conducting the visual count?			
c. When responsibility of the arms room changes between authorized personnel, normally the armorers, is a joint visual count being conducted and recorded on DA Form 2488-E? (Para 9-10a, DA Pam 710-2-1)			
d. Is the two-man rule followed when both armorers are not available for a change of custody inventory? (Para 4-19b, AR 190-11) NOTE: The armorer taking responsibility of the arms room will enter the arms room in the presence of another individual who will verify the contents on DA Form			

ITEM	YES	NO	NA
b. When using DA Form 2488-3-E & 3A-E, Monthly Serial Number Inventory of Weapons and Ammunition, is the completed serial number inventory being compared against the serial numbers contained in either the Property Book, Hand Receipt, or Sub-Hand Receipt? (Para 9-10b(1), DA Pam 710-2-1)			
c. Do monthly serial number inventories identify those weapons (by serial number) that are signed out or in maintenance at the time of the inventories? (Must match "Bulk Count") (Para 9-10b (2) & (4), DA Pam 710-2-1)			
d. Are monthly arms room inventory records maintained for at least 2 years (4 years when discrepancies exist)? (Para 6-2b(2), AR 190-11)			
e. Does the inventory document reflect the rank and signature of the inventory official and the date the inventory was conducted?			
f. Are inventory documents being completed in pen and ink and are corrections, errors, mistakes, etc., initialed in ink by the inventory official?			
ISSUE PROCEDURES			
a. *Are DA Forms 3749, Equipment Receipt (Weapons Card), being completed in ink or typed and contain all required information? (Para 5-6b, DA Pam 710-2-1)			
b. * Is the description of the equipment on the DA Form 3749 complete and accurate and is the form signed by the soldier assigned the equipment? (Para 5-6b, DA Pam 710-2-1)			
c. Has the responsible officer of the unit signed the back of each completed DA Form 3749? (Para 5-6b, DA Pam 710-2-1)			
d. * Does the signature on the Weapons Control Log match the signature on the Hand Receipt/Weapons Card? (Para 5-6, DA Pam 710-2-1)			
e. When individually assigned weapons/NVDs are issued for 24 hours or less, does the armorer receive a DA Form 3749 from the receiving soldier? (Para 5-6d(2), DA Pam 710-2-1)			
f. Is a Weapons and Ammunition Control Sheet/Log, DA Form 2488-1-E being used in addition to DA Form 3749 when a weapon/sensitive item is issued for periods over 24 hours? (Para 5-6d(3), DA Pam 710-2-1)			
g. Are all appropriate blocks being completed on DA Form 2488-1-E when issuing weapons/sensitive items?			
h. When a weapon/NVD is issued using a hand receipt, DA Form 2062 or DA Form 3161, regardless of the length of time, is a Weapons Control Log entry also made? (Para 5-6d(7), DA Pam 710-2-1).			

ITEM	YES	NO	NA
j. When a weapon/NVD is turned in, is the DA Form 3749, DA Form 2062, or DA Form 3161 returned to the soldier? (Para 5-6d(4), DA Pam 710-2-1)			
k. Upon return of a weapon/sensitive item to the arms room has the Weapons Control Log entry been properly closed out with all required information? (Para 5-5d(4), DA Pam 710-2-1			
l. After closing out all entries are Weapons Control Logs retained on file until the next monthly serial number inventory? (Para 5-6d(5), DA Pam 710-2-1)			
m. Does the armorer maintain a Master Authorization List (MAL) containing the names of soldiers to receive issues and the number of the equipment receipts? (Para 5-6d(1), DA Pam 710-2-1)			
(14) Is the MAL being updated to reflect personnel changes? (Para 5-6d(1), DA Pam 710-2-1)			
n. Is DA Form 2407, Maintenance Request, or electronically generated equivalent, on hand in the arms room for any weapons, NVDs, or other sensitive items in maintenance and is it properly and accurately completed? (Para 3-6, DA Pam 738-750)			
o. Does the person receiving the Maintenance Request sign the form with at least his/her first initial and last name? (Para 3-6, DA Pam 738-750). NOTE: Some repair facilities are only using Employee Numbers to track work, but the Maintenance Request must also include at least a first initial and last name. This is necessary for accountability in the arms room.			
PRIVATELY OWNED WEAPONS/AMMUNITION			
a. Are Privately Owned Weapons (POW) and Privately Owned Ammunition (POA) approved in writing by the commander prior to being stored in the arms room? (AR 190-12)			
b. * Has the armorer signed for each POW/POA by use of a hand receipt, DA Form 2062, retaining a copy in the arms room and giving the original to the owner? (AR 190-12)			
c. Are POWs, or authorized operational war trophies, stored in a locked container separate from military weapons? (Paras 4-5a(1), AR 190-11)			
d. Are POWs/POA accounted for and inventoried in conjunction with, and at the same frequency as government weapons/ammunition? (Para 4-5a(2), AR 190-11)			
e. Has a Equipment Receipt (DA Form 3749) been issued for each POW stored in the arms room? (Para 4-5a(2)(a), AR 190-11)			
f. Do personnel desiring to use their POW/POA obtain written permission from their commander and sign the weapon and ammo out using the same			

FUNCTIONAL AREA/SUBORDINATE AREA: ARMS ROOM	RATING	CHECKLIST EFF DATE: 1 OCTOBER 2004	PAGE 8 OF 9

INSPECTION OFFICE/AGENCY G2	UNIT	INSPECTOR'S NAME & PHONE NUMBER

ITEM	YES	NO	NA
h. * When a POW/POA is permanently removed from the arms room, is the final hand receipt and written approval of the commander attached to the next monthly serial number inventory and retained on file for two years?			
i. Is the name, rank, and SSN of the owner, and make, type, caliber, and serial number of the POW entered on the bottom portion of the MAL?			
j. Are applicable local regulations, state and local law information on ownership, registration, and possession of weapons and ammunition posted on the unit bulletin board? (Para 4-5a(3), AR 190-11)			
k. Is a copy of the "Lautenberg Amendment" posted outside of the unit arms room? (DA Msg dated 17 May 02)			
l. Is POA stored separately from military weapons and ammunition, and POWs?			
m. If POA exceeds 50 rounds per type of weapon has the unit commander authorized in writing the storage of the excess POA?			
n. Are prohibited items not allowed to be stored in the arms room? (Para 4-5a(6), AR 190-11)			
MILITARY AMMUNITION			
a. If ammunition is stored in the arms room, is it being inventoried by lot number, quantity, type and DODIC during the monthly serial number inventories? (Para 9-10b (3), DA Pam 710-2-1)			
b. Is the ammunition stored in approved containers (banded or sealed crates or metal containers equivalent to standard issue wall lockers)? (Para 5-8c(1)(a), AR 190-11)			
c. * Is the armorer signed for the operational or training ammunition either on a DA Form 2062 or computer generated Hand Receipt or DA 5515, (Training Ammunition Control Document) as appropriate ? (Ref para 2-39c, AR 710-2)			
d. * Is the operational ammunition listed on the Property Book? (Para 2-39c, AR 710-2)			
e. Has the commander authorized the storage of ammunition and is the authorization posted in the arms room? (Para 5-8c, AR 190-11)			
f. Are containers weighing less than 500 lbs being used to store ammunition fastened to the structure, or in groups totaling more than 500 lbs, with chain(s) secured with secondary padlocks? (Para 5-8c(1)(a), AR 190-11.			
ARMS ROOM OPERATION			

ITEM	YES	NO	NA
c. Is the armorer provided copies of change documents to his/her hand receipt and is the hand receipt updated at least every six months? (Para 5-3d(2)(a), DA Pam 710-2-1)			
d. Has the commander authorized in writing the storage of non-AA&E items in the arms room such as compasses, field glasses, or other highly valuable items subject to pilferage? (Para 4-18b, AR 190-11)			
CONSOLIDATED ARMS ROOM			
a. If the facility is a consolidated arms room, have procedures been established in a written Letter of Agreement (LOA) to assign responsibility for access, issue, receipt, and physical accountability for all items? (Paras 3-2c(1)(b) and 4-4, AR 190-11)			
b. * Are all weapon racks and containers secured with approved secondary padlocks preventing the removal weapons/sensitive items? (Para 4-2c(3), AR 190-11)			
c. Does the LOA identify the unit that has responsibility for overall security of the facility? (Para 3-2c and 4-4, AR 190-11)			
d. In consolidated arms rooms have procedures for the operation of the consolidated facility been established in an SOP? (Para 4-4, AR 190-11)			
e. In consolidated arms rooms, is a consolidated visual count being conducted and recorded on DA Form 2488 by the first armorer accessing the arms room?			
f. In consolidated arms rooms, after the consolidated visual count is conducted, is the armorer conducting and recording a count of his/her units weapons on a separate DA Form 2488?			
g. When a change of custody occurs in a consolidated arms room are the armorers involved recording the results on the consolidated visual count?			

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